

RECEIVED
SECRETARY OF THE SENATE
PUBLIC RECORDS
17 OCT 24 PM 5:13

SUBMIT DIRECTLY TO THE OFFICE OF PUBLIC RECORDS IN 232 HART BUILDING

Purpose of Amendment (describe the reason for amending original submission): Post-travel submission
must be amended with the Office of Public Records in SH-232.

Frank Pahr
(Signature of Traveler)

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PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should NOT submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors): National Democratic Institute
2. Description of the trip: International Observation Mission to Kenya's August 2017 elections
3. Dates of travel: August 3-11, 2017
4. Place of travel: Nairobi, Kenya; and Kajiado, Kenya and Nyeri Kenya. See addendum for more.
5. Name and title of Senate invitees: Please see addendum for full list of invitees
6. I *certify* that the trip fits one of the following categories:
 - ☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
 - OR -
 - ☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
 - AND -
 - ☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I *certify* that:
 - ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
 - AND -
 - ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

I certify that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

- OR-

- OR-**

- If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:**

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

NDI conducts training for civil society organizations, political parties, government representatives, and other democratic institutions to improve government accountability, citizen engagement, and policy responsiveness to citizen needs.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate	\$2,050 (more information in the Addendum)	\$870 for Sophia Lalani \$843 for Karen Robb	\$414	\$50
<input type="checkbox"/> Actual Amounts		More information in the Addendum		

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

This trip is arranged without regard to congressional participation.

18. Reason for selecting the location of the event or trip

The purpose of the trip is to observe the Kenya 2017 elections.

19. Name and location of hotel or other lodging facility:

See attached.

20. Reason(s) for selecting hotel or other lodging facility:

See attached.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

NDI does not provide lodging or meals that exceeds the maximum per diem rate for Federal

Government travel. All hotels and meals are below the daily per diem rate.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Economy class air travel

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

None.

25. I hereby certify that the information contained herein is true, complete and correct. (You must include the completed signature block below for each travel sponsor.)

Signature of Travel Sponsor: 

Name and Title: Ken Wollack, President

Name of Organization: National Democratic Institute

Address: 455 Massachusetts Ave, NW, Suite 800, Washington DC 20001

Telephone Number: 2027285500

Fax Number: 888 875 2887

E-mail Address: ken@ndi.org

Agenda (staff travel to counties)

Time	Location	Event
Thursday, August 3, 2017		
All day		Delegates depart for Nairobi
Friday August 4, 2017		
Time	Location	Event
8:20pm (*if on United itinerary option)	Jomo Kenyatta Airport	Delegates arrive in Nairobi -Delegates met at airport by Keith Jennings or Jerry Hartz for transport to Kempinski hotel
9:00pm (*if on American itinerary option)		
8:00pm – 9:30pm	Kempinski Hotel	Welcome dinner - Keith Jennings and Dickson Omondi welcome delegates to Kenya and discuss upcoming delegation schedule - Late arriving delegates will receive welcome materials on August 5
9:30pm		Delegates on their own
Saturday August 5, 2017		
8:30am – 09:00am	Kempinski Hotel	Breakfast Briefing on media reports and political updates
09:00am – 09:30am	Kempinski Hotel	Briefing #1: NDI in Kenya
09:30am – 10:30am	Kempinski Hotel	Briefing #2: NDI's Approach to International Election Observation
10:30am – 11:00am	Kempinski Hotel	Break
11:00am – 12:00pm		Briefing #3: NDI's Gender Perspective and the IOM
12:00pm – 1:00pm	Kempinski Hotel	Working Lunch with NDI Kenya Staff - NDI staff will attend the lunch to discuss Kenya programs in Kenya, including women's leadership in politics.
1:00pm – 3:00pm		Briefing #4: Political Context and Overview for the 2017 Kenya Elections
3:00pm – 4:30pm	Kempinski Hotel	Briefing #5: IEBC and Election Preparedness and How the Process is Supposed to Unfold at the Polling Stations
4:30pm – 5:30pm	Kempinski Hotel	Briefing #6: Deployment Logistics, County Updates and Material Distribution
5:30pm		Group Photograph
7:30pm – 8:30pm	Kempinski Hotel	Working Dinner with Elections Observation Group. - Members of the elections observation group will meet with delegates and discuss their long term observation that began in March 2017
8:30pm		Delegates on their own
Sunday August 6, 2017		

7:00am – 8:00am	Kempinski Hotel	Breakfast Briefing on media reports and electoral updates
8:00am – 9:00am	Kempinski Hotel	Briefing #7: Media Update
9:00am – 10:00am	Kempinski Hotel	Briefing #8: Completing the Checklist and Reporting
10:00am – 10:15am		Break
		Travel to assigned counties - Arrival time may vary according to county
10:15am – 12:15pm	Kempinski Hotel	Briefing #9: Security Briefing
12:15pm – 1:00pm	Kempinski Hotel	Working Lunch – Political Update on Counties to be Observe - Delegates discuss with staff on political situation in county of deployment, review logistics for deployment
1:00pm – 7:00pm		Travel to assigned counties (Kajiado and Nyeri for Senate staff) - Arrival time may vary according to county
7:00pm	County hotels	Check in with Nairobi Coordination Center - Delegates check in via mobile phone with NDI's operations center in Nairobi. This is done three times daily for security purposes.
7:00pm	County hotels	Delegates on their own
Monday August 7, 2017		
7:00am – 8:00am	County hotels	Breakfast Briefing: on political developments. Review of media
8:30am		Check-in with Nairobi coordination center and preparation for day
9:00am – 9:30am		Depart for meetings
9:30am – 10:30am	TBD	Meeting with ELOG LTO supervisor and STO
10:30am – 11:00am		Transit
11:00am – 12:00pm	TBD	Meeting with County IEBC Officials
12:00pm – 12:30pm		Transit
12:30pm – 1:30pm	County hotels	Lunch with international observers and check in with Nairobi Coordination Center
1:30pm – 2:30pm	TBD	Meeting with Local County Officials
2:30pm – 4:30pm		Locating Polling stations to visit on election day
4:30pm – 5:00pm		Return to hotel
7:00pm	County hotels	Check in with Nairobi Coordination Center
7:00pm – 8:00pm	County hotels	Working dinner: review of day and reporting for Nairobi. Delegates will also review logistics for election day and observation materials.
8:00pm	County hotels	Delegates on their own
Tuesday August 8, 2017 (Election Day)		
4:00am – 5:00am	County hotels	Check in with Nairobi Coordination Center
5:30am – 5:50am	County hotels	Depart hotel to observe opening of polling stations
5:50am – 7:00am	Polling station	Observe opening of pre-selected polling station 1
7:00am – 7:30am		Transit
7:30am – 9:30am	Polling station	Delegates visit polling station 2
9:30am – 10:00am		Transit
10:00am – 12:00pm	Polling station	Delegates visit polling station 3

CONFIDENTIAL

NDI INTERNATIONAL OBSERVATION MISSION TO KENYA'S AUGUST 2017 ELECTIONS

12:00pm – 12:30pm		Transit
12:30pm – 1:30pm	County hotels	Debrief on morning polling station observations, check in with Nairobi Coordination Center
1:30pm – 2:00pm	County hotels	Break
2:00pm – 2:30pm		Transit
2:30pm – 4:30pm	Polling station	Observe at pre-selected polling station 4
4:30pm – 5:00pm		Transit
5:00pm – 7:00pm	Polling station	Observe closing at pre-selected polling station 5
7:00pm – 8:00pm	County hotels	Debrief dinner on observations on election day and reporting results to Nairobi data center Check in with Nairobi Coordination Center
8:00pm	County hotels	Delegates on their own
Wednesday August 9, 2017		
7:00am – 8:00am	County hotels	Breakfast review of election day developments overnight, including political updates and security updates
8:00am		Depart for Nairobi
1:00pm – 2:00pm	Kempinski hotel	Lunch at Kempinski - Delegates review election day experience with fellow delegates and NDI staff.
2:00pm – 2:30pm	Kempinski hotel	Break
2:30pm – 4:30pm	Kempinski hotel	Delegate full debrief with NDI senior advisors and staff
4:30pm – 7:30pm	Kempinski hotel	Statement Development - Delegates will discuss the observations from election day, critical incidents during voting, and areas in which there were common experiences among delegates. The delegation will discuss key observations to include in a statement.
7:30pm – 9:00pm	Kempinski hotel	Delegates on their own
Thursday August 10, 2017		
8:30am – 9:30am	Kempinski hotel	Review of final statement and press briefing protocol
9:30am – 11:00am	Kempinski hotel	Break
11:00am – 12:00pm	Kempinski hotel	Observe NDI press conference and release of statement
12:00pm		Lunch on your own
10:15pm flight departure (if United itinerary)		Depart for Washington, DC
11:15pm flight departure (if American itinerary)		
Thursday, August 11, 2017		
TBD flight itineraries		Arrive Washington, DC

2000

	Other Expenses (dollar amount per item)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
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For each Staff	\$50	Visa
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Section II: Invited Senators and staff

NDI invited several Senators and staffers to join the observation, including the following who declined:

- Sen. Cory Booker
- Sen. John Boozman
- Sen. Chris Coons
- Sen. Todd Young
- Sen. Chris Van Hollen
- Michael Phelan, SFRC Staff

Section III: Illustrative List of House and Senate personnel attending previous NDI observation missions

Senators:

- Senator McCain - co-lead Mexico international observer delegation 1994, co-led delegation to Czech and Slovak Federative Republic 1990
- Senator Lugar - Philippines, 1986
- Senator Dodd - co-led delegation to Czech and Slovak Federative Republic 1990
- Senator Lieberman - co-led delegation to Romania 1990

Senate staff:

- Jane Campbell (chief of staff, office of Senator Landrieu) - Tunisia e-day delegation 2011
- Margaret Goodlander - Office of Senator Joe Lieberman, 2010 Jordan delegation
- Mike Kelleher (office of Senator Obama) - Sierra Leone e-day delegation 2007
- Nicole Willet - Office of Senator Hillary Clinton, 2007 Morocco e-day delegation
- Walter Lohman (legislative assistant, office of Senator McCain) - Mexico 1994

House of Representatives:

- Rep. David Price of North Carolina - 2014 first round Tunisia election day
- Rep. Greg Meeks of New York - co-led Georgia 2012 parliamentary
- Rep. Ed Pastor of Arizona - co-led Mexico e-day delegation 2000
- Rep. Rob Lagomarsino of California - co-led Bulgaria 1990 delegation

House staff:

- Shalanda Young, House Committee on Appropriations, Georgia 2016 e-day
- Justin Wein, office of Rep. David Price, Georgia 2016 e-day
- Mira Resnick, House Foreign Affairs, 2014 first round Tunisia e-day
- Asher Hildebrand, Office of Rep. David Price, Georgia 2013 e-day
- Maureen Taft-Morales, Congressional Research Service staff, Honduras 2009

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Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:

Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the Office of Public Records in 232 Hart Building.

SENATE

17 AUG 22 PM 12:28

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☐ The original Employee Pre-Travel Authorization (Form RE-1), **AND**
☐ A copy of the Private Sponsor Travel Certification Form with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): National Democratic Institute

Travel date(s): 8/3/2017 - 8/10/2017

Name of accompanying family member (if any): _____

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input checked="" type="checkbox"/> Actual Amount	\$1,947	\$824	\$220	Election day materials - \$67.70 Phone and airtime - \$36.00 Water and Snacks - \$9.31 Conference materials - \$7.25 Visa - \$50 Total: 170.26

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): See attached agenda

8/22/17
(Date)

Karen A. Robb
(Printed name of traveler)

[Signature]
(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the Employee Pre-Travel Authorization form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

8-22-17
(Date)

[Signature]
(Signature of Supervising Senator/Officer)

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Friday, August 4, 2017 – Delegate Arrivals
**for delegates arriving August 3rd, items marked "All Day" apply*

Friday, August 4, 2017 – Delegate Arrivals
**for delegates arriving August 3rd, items marked "All Day" apply*

Arrival at Jomo Kenyatta Airport

Saturday, August 5, 2017 – Briefings
Location: Fedora Room 2, Second Floor

Saturday, August 5, 2017 – Briefings
Location: Fedora Room 2, Second Floor

Breakfast

7:30am – 9:00am **Breakfast**
Location: Cafe Villa Rosa

Briefing #1: NDI in Kenya

9:00am – 10:30am

Briefing #1: NDI in Kenya

Presenters: Dr. Keith Jennings, NDI
Mr. Dickson Omondi, NDI

Briefing #2: NDI's Approach to International Election Observation

10:30am – 11:30am

Briefing #2: NDI's Approach to Inter-Community Observation

Presenters: Mr. Pat Merloe, NDI
Ms. Sarah Cooper, NDI

Break

Briefing #3: NDI's Gender Perspective and the IOM

11:45am – 1:00pm

Briefing #3: NDI's Gender Perspective and the IOM

Presenters: Ms. Amanda Domingues, NDI
Dr. Menna Demessie, Congressional Black Caucus
Foundation
Ms. Roseline Idele, NDI

Lunch

1:00pm – 1:45 pm **Lunch**
Location: Cafe Villa Rosa

Briefing #4: Political Context and Overview for the 2017 Kenya Elections

1:45pm – 3:00pm **Briefing #4: Political Context and Overview of the 2017 Kenya Elections**
Presenters: Mr. Dickson Omondi, NDI



All Day	Delegate Arrival NDI staff to meet delegates
All Day	Hotel Check-in Delegates check-in at the hotel front desk
All Day	Election Observation Mission Welcome Desk Location: Opus 3 - 4, Second Floor Distribution of accreditation badges and welcome package
8:00pm – 9:30pm	NDI International Observation Mission Dinner Facilitators: Dr. Keith Jennings, NDI Mr. Dickson Omondi, NDI Location: Fedora Room 2, Second Floor

6:30am – 9:00am	Breakfast Location: Cafe Villa Rosa, First Floor
9:00am – 10:00am	Briefing #1: NDI in Kenya Presenters: Dr. Keith Jennings, NDI Mr. Dickson Omondi, NDI
10:00am – 11:00am	Briefing #2: NDI's Approach to International Election Observation Presenters: Mr. Pat Merloe, NDI Ms. Sarah Cooper, NDI

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Briefing #8: Deployment Logistics, County Updates

and Material Distribution.

Presenters: Ms. Rakeb Abate, NDI

11:00am – 11:45am

Briefing #9: Security Briefing

Presenters: Mr. Geoff Hughes, NDI

11:45am - 12:00pm

General Question and Answer

Various NDI staff available

12:00pm – 1:00pm

Lunch

Location: Cafe Villa Rosa, First Floor

3:00pm – 4:30pm

Travel to Nyeri County

Upon arrival: Check-in to Green Hills Hotel and meet county delegate assistant

4:30pm

Arrival in Nyeri County

7:00pm

Check in with Nairobi Coordination Center

Monday, August 7, 2017 – Delegate Deployment - Nyeri

All Day

Election Observation Mission Support Office Open: Opus 3 - 4

10:00am - 11:00am

Meeting with Lydia Murage, Uraia Civic Education Coordinator for Nyeri

11:30am - 12:30am

Meeting with Elizabeth Muthoni Wanjau, Long Term Observer Supervisor and STO of the Elections Observation Group

1:00pm - 3:00pm

Election day deployment planning

4:00pm - 5:00pm

Meeting with Aluisia Kanini Kimani, Nyeri County IBEC official

5:00pm

Return to hotel

2017-08-07 10:00:00

Tuesday, August 8, 2017 - Election Day

All Day	Election Observation Mission Support Office Open: Opus 3 - 4
5:15am	Depart hotel
5:30am - 7:00am	Observe opening of polling station, Nyeri Technical Institute
7:00am - 12:00pm	Observation of multiple polling stations throughout the morning
12:00pm - 1:00pm	Lunch
1:00pm - 4:30pm	Continue observation at polling stations in the afternoon
4:30pm - 7:30pm	Observe closing and counting, Nyeri Technical Institute
7:30pm	Return to hotel

Wednesday, August 9, 2017

All Day	Election Observation Mission Support Office Open: Opus 3 - 4
9:15am	Depart for Nairobi
1:00pm - 2:30pm	Lunch with Fellow Delegates Location: Cafe Villa Rosa, First Floor
2:30pm - 4:30pm	Delegation Debriefing of Election Day with NDI Senior Staff Facilitators: Dr. Keith Jennings, NDI Mr. Pat Merloe, NDI Location: Fedora Room 2

Thursday, August 10, 2017

All Day	Election Observation Mission Support Office Open: Opus 3 - 4
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Departure for airport

EMPLOYEE PRE-TRAVEL AUTHORIZATION

Date/Time Stamp:

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the Select Committee on Ethics in SH-220. Incomplete and late travel submissions will not be considered or approved. This form must be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Name of Traveler: Karen A. Robb

Employing Office/Committee: Senator Chris Van Hollen

Private Sponsor(s) (list all): National Democratic Institute for International Affairs

Travel date(s): August 3-10th 2017

Note: If you plan to extend the trip for any reason you must notify the Committee.

Destination(s): Nairobi, Kenya

Explain how this trip is specifically connected to the traveler's official or representational duties:

As Chief of Staff
My work with the Senator includes the review of electoral processes. The purpose of this trip is to monitor the upcoming Presidential election in Kenya, analyze the process and prepare a report regarding electoral accountability in order to enhance the prospects of a peaceful and credible election.

Name of accompanying family member (if any): _____

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

6-30-17

(Date)



(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Senator Chris Van Hollen hereby authorize Karen A. Robb
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

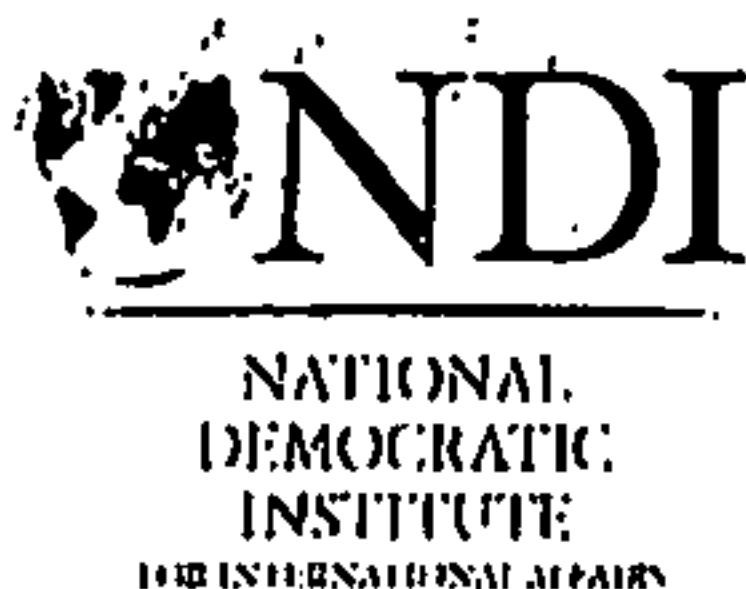
I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

6/30/17

(Date)



(Signature of Supervising Senator/Officer)



455 Massachusetts Avenue, NW, 8th Floor
Washington, DC 20001-2621
P: 202.728.5500 F: 888.875.2887

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June 26, 2017

Karen Robb
Senator Chris Van Hollen
Washington DC 20510

Dear Karen,

The National Democratic Institute (NDI or the Institute) is pleased to invite you to join its international delegation that will assess the electoral process during the August 8, 2017 elections in Kenya. The mission will work in small teams to observe polling stations, results centers, and the overall election day environment. Through a press statement and final report, the delegation will discuss its findings, contribute to electoral accountability and enhance prospects for peaceful and credible polls in 2017. This election, should it be credible, would strengthen Kenya's institutions and reinforce its democratic status, subsequent to the 2007 and 2008 post-election violence. The 2017 polls will mark a further test of Kenya's electoral commission and political parties to manage and respond to a polarized and contested environment.

The Institute envisions an eight-day deployment, arriving on August 3 and departing on August 10, during which delegates would participate in meetings with stakeholders in Nairobi and outside Nairobi, and observe election activities in a designated region. They would work together to analyze the overall environment and draft a statement, including recommendations.

You will receive briefing materials, an agenda and additional logistical information before your departure, and a briefing on Kenya's political environment and the status of electoral preparations upon arrival in Nairobi. NDI will make your visa, travel and lodging arrangements. NDI will also cover the costs of economy-class travel, food and lodging for the duration of the mission.

NDI has observed elections worldwide and has established a reputation for impartiality and professionalism. *We assume that in accepting the invitation you have no conflict of interest (political, financial or otherwise) in Kenya that would influence your ability to observe the election in an impartial manner or create the perception of a conflict of interest. If you are uncertain about this or have any questions please contact me at (202) 728-5659 or kjennings@ndi.org, as soon as possible.*

We believe that the delegation would benefit from your experience and leadership and hope you will participate in this important mission.

Sincerely,

Dr. Keith Jennings
Senior Associate and Regional Director, Southern and East Africa

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

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1. Sponsor(s) of the trip (please list all sponsors): National Democratic Institute
2. Description of the trip: International Observation Mission to Kenya's August 2017 Elections
3. Dates of travel: August 3-10, 2017
4. Place of travel: Nairobi, Kenya
5. Name and title of Senate invitees: Senators: Hon. Chris Coons, Hon. Todd Young. Senate staff -- Heather Flynn, Michael Phelan, and Sophia Lalan.
6. I certify that the trip fits one of the following categories:
☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee at any point throughout the trip.
- OR -
☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (see question 9).
7. ☐ I certify that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
- AND -
☒ I certify that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I certify that:
☐ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
- AND -
☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (see question 9).

9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

- ☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

- OR -

- ☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

- OR -

- ☒ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

n/a

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip. (Flexibility is required during election week, in most countries including Kenya. The attached agenda is, therefore, marked as *draft*.)

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

NDI is facilitating an independent, international election observation mission to Kenya for the August 2017 elections. NDI's role is to recruit and deploy a multinational group of volunteer observers that can provide a credible, external analysis on the conduct of the elections.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:
NDI's mission is to promote government openness and accountability. The Kenya observer delegation would confirm the election results if appropriate and will provide legitimacy thereto, or lend its voice to the party who may have suffered an illegitimate loss.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

Through the House Democracy Partnership, NDI facilitates meetings and briefings for congressional delegations that visit other countries. Additionally, NDI has sponsored international observer delegations comprised of former heads of state, high-level government representatives, and leading political figures.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

NDI conducts training for civil society organizations on government accountability, advocacy, budget monitoring and other citizen engagement with government. NDI also works with domestic and international observers to monitor elections, youth and women candidates on campaigning, among other things.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate	\$4,640	\$2,860	\$384	\$40 (coffee breaks at training sessions).
<input type="checkbox"/> Actual Amounts				

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

This trip is arranged without regard to congressional participation.

18. Reason for selecting the location of the event or trip

Elections

19. Name and location of hotel or other lodging facility:

Kimpinsky Hotel, Nairobi, Kenya

20. Reason(s) for selecting hotel or other lodging facility:

It is the most secure hotel in Nairobi.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

The Federal Government's maximum per diem are strictly observed for the purpose of this trip.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Coach class.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

None.

25. I hereby *certify* that the information contained herein is true, complete and correct. (You must include the completed signature block below for each travel sponsor.):

Signature of Travel Sponsor:



Name and Title:

Sander Schultz, Chief Financial Officer

Name of Organization:

National Democratic Institute

Address:

455 Massachusetts Ave., NW, 8th Flr., Washington, DC 20001

Telephone Number:

202 728 8500

Fax Number:

888 876 2887

E-mail Address:

Sander@ndi.org

AGENDA

Thursday August 3, 2017

- Depart Washington, D.C.

Friday August 4, 2017

- Arrive Nairobi (most incoming flights are in the evening)
- Met at Jomo Kenyatta International Airport by Keith Jennings and/or Jerry Hartz
- Transported from airport to the Kempinski Hotel
- Registration at Kempinski Hotel
- Welcoming Dinner

Saturday August 5, 2017

- 8:30 – 10:00 A.M. Breakfast Briefing on media reports and political updates
- 10:00 – 11:30 A.M. - Accreditation and Observation Materials Distributed

Break

- 12:00 Noon – 1:30 P.M. - Working Lunch with NDI Kenya staff
- 2:00 – 4:30 P.M. - Attend NDI International Observation Mission Briefing for all delegates

Break

- 6:30 P.M. - Working Dinner

Sunday August 6, 2017

- 8:00 A.M. - Breakfast briefing and hotel check-out
- A.M. - Return to Nairobi
- 1:00 P.M. - Lunch and check-in at the Kempinski Hotel
- 2:30 P.M. - NDI International Observers Mission Debriefing
- P.M. - Participate in Development of NDI's Observation Statement Drafting
- P.M. - Closing Dinner for all NDI IOM Delegates

Thursday August 10, 2017

- Breakfast Briefing
- Participate in NDI's Press Conference and Release of its International Observation Statement
- Check-out of the Kempinski Hotel
- Depart for Jomo Kenyatta International Airport
- Depart Nairobi for Washington, D.C.
- Arrive Washington, D.C.